

**BY ORDER OF THE  
INSTALLATION COMMANDER**



**375AW INSTRUCTION 33-101**

**20 NOVEMBER 2000**

***Communications and Information***

***CALENDAR OF SIGNIFICANT EVENTS***

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes responsibilities and procedures for compiling the 375th Airlift Wing Calendar. It applies to all 375 AW units and wing staff agencies on Scott AFB IL.

***SUMMARY OF REVISIONS***

This instruction changes the sources referenced from five to six; maintains the acceptance of input via e-mail; and changes the dissemination process to paperless.

**1. General.** A calendar of significant events will be maintained on the public server and updated weekly by the 375 AW/CCP Protocol Assistant. Only 375 AW/CCE, 375 AW/CCA and 375 AW/CCP will have the ability to make changes.

**2. Responsibilities:**

2.1. The 375 AW/CCP will prepare the calendar from the following sources of information:

- 2.1.1. Headquarters AMC Calendar of Events and Protocol Projects.
- 2.1.2. Inputs from wing staff agencies and units.
- 2.1.3. 375 AW/CC Calendar.
- 2.1.4. 375 AW/CV Calendar.
- 2.1.5. 375 AW/CCC Calendar.

2.2. Wing units and staff agencies are responsible for informing 375 AW/CCP, in writing or via E-Mail, of their scheduled events for the month and major events for the succeeding month. For

groups with multiple seminars and meetings, it is recommended that they distribute a separate calendar/list of events. Information will be updated at a minimum of once a week.

JOHN L. STRUBE, Colonel, USAF  
Vice Commander

## Attachment 1

## EXAMPLE-375TH AIRLIFT WING CALENDAR OF EVENTS

 <b>375th Airlift Wing Calendar October 2000</b>			
Event	Date	Location	POC
Wing Rendezvous (Hail/Farewell)	18 Oct 00 1530	Scott Club	Capt t's Warnke/Eidal, x3751
Retirement Ceremony for Col Weltzin, 375 MDG/CD	20 Oct 00 1030	Scott Club	Lt Col Kash, x7012
Retiree Appreciation Day	21 Oct 00	Scottie's	<b>Lt Thomas, x2321</b>
Commanders & First Sgt's Domestic Violence Seminar	23 Oct 00 1330-1530	Bldg 1500	Ms. Duncan, x7203
Officer Professional Development Program	25-27 Oct 00 0730-1630	Bldg 861	Lt Hornby, 375 MSS, x4123
<b>James Gym Grand Opening/Ribbon Cutting</b>	<b>27 Oct 00 1100-1200</b>	<b>Bldg 1987</b>	<b>Maj Leathers, x4740</b>
Base Quarterly Awards Ceremony Breakfast	30 Oct 00 0700	Scott Club	CMSgt Melvin, x5286

 <b>375th Airlift Wing Calendar October 2000</b>			
Event	Date	Location	POC
<b>Distinguished Speaker Series Guest Speaker: Maj Gen Brady</b>	<b>30 Oct 00 1130-1300</b>	<b>Scott Club</b>	<b>TSgt Curtis, 229-3614</b>
USAF Air Traffic System Eval Program (ATSEP) Visit	30 Oct - 3 Nov	Scott AFB	Lt Col Pavlisin, x4493